



# NASA Financial Management Manual

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## **FMM 9301 GENERAL**

### **9301-1 SCOPE**

- a. This section provides general information regarding NASA financial reporting requirements. The reports herein are designed to meet the institutional and programmatic management needs of Headquarters, central regulatory agencies and other sources. The reporting requirements were developed to the maximum extent possible in accordance with the policy and principles contained in Title II of the GAO Policy and Procedures Manual for Guidance of Federal Agencies. The reports have been developed utilizing internal control concepts to meet the objectives of the Financial Managers Financial Integrity Act (FMFIA) of 1984 and related GAO and OMB guidelines. The concepts in Title II and the FMFIA should be incorporated in the design of installation systems developed to meet the reporting requirements promulgated in this manual.
- b. Chapter 9310 of this manual provides information concerning agencywide reports. This chapter separately identifies agencywide reports that are required by external sources and those that are used internally by NASA management. The remaining chapters provide information concerning the reporting requirements of NASA installations. The installation reports serve as either feeder information to the agencywide external and internal reports or as direct submissions to central reporting agencies or other external agencies. Details concerning the preparation and submission of specific reports (e.g., format, source of data, preparation, distribution, transmission, due dates, period covered, and verification) are contained in the remaining chapters of FMM 9300.
- c. Since reporting to local management is dictated to a considerable extent by varying local needs for financial information, no attempt is made to cover specifically the design of internal installation reports.

### **9301-2 PRINCIPLES OF FINANCIAL REPORTING**

- a. A comprehensive financial reporting system entails various kinds of reporting. These reports are an essential feature of the financial management system. They bring together financial and quantitative factors which can reveal significant data needed by management for funding, planning, controlling and evaluating, in financial terms, operations, and progress.
- b. The NASA accounting and reporting system provides the means of collecting and disseminating financial data in various forms to a variety of users.



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- c. Basic principles and standards which apply in the preparation of financial reports are:
- (1) reports shall include all pertinent financial transactions for the period covered and disclose all essential facts which have a direct bearing on financial conditions and operations;
  - (2) reports shall be timely and keyed to the needs for management decisions at all levels;
  - (3) reports shall be prepared and issued to comply with all legal requirements;
  - (4) report data, financial or otherwise, shall be developed directly from accounting records (ledgers, accounts, files, magnetic tapes and disks, punched cards, etc.) and have adequate accounting support;
  - (5) data shall be reported on a consistent basis from one period to another; if deviations are necessary, the effect on financial condition and operations shall be justified;
  - (6) reports, statements and supporting schedules shall be stated, to the extent practicable and permissible by law or regulation, in layman's terminology which is readily understood and meaningful to those who utilize the reports; and
  - (7) reports developed at the installation level shall be used to the extent possible to form the basis for official external reports, budget estimates, and other financial data.

## **9301-3    *RELATIONSHIP OF INTERNAL AND EXTERNAL INSTALLATION REPORTING SYSTEMS***

External installation reporting requirements are prescribed in considerable detail to provide for consistency in content and ease of summarization at the Headquarters level. Installations may exercise considerable flexibility in designing the structure of internal reports to meet the needs of local management for financial information. To the maximum extent possible, the internal and external installation reporting systems should be developed so that information can be pyramided or successively summarized under a bottom- to-top concept and every effort should be made to provide reports to NASA Headquarters or other agencies as a by-product of the internal reporting system.

## **9301-4    *VERIFICATION***

- a. To ensure that reports are correct, valid, and in agreement with accounting records, definite reconciliations and verification should be made. Controls will be established for all reports and these reports should be reconciled with applicable general ledger control accounts. This is necessary whether the source data is recorded by manual or automated means.



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- b. In addition to the verification and reconciliation requirements prescribed above, Financial Management Officers shall take action to ensure:
  - (1) submission of legible copies of the reports and statements;
  - (2) legible correction of errors on all copies of the reports;
  - (3) clear identification of all adjustments or data applicable to prior periods;
  - (4) verification for completeness, including page numbers, inclusion of all pages, complete and proper headings, and proper labels;
  - (5) verification of the printout or typing of the final report;
  - (6) verification of addressees and addresses for transmitting reports; and
  - (7) that all submissions and supporting papers are dated.
- c. Compliance with the above requirements will result in a significant savings of time at both installation and Headquarters levels.

## **9301-5 FORM OR FORMAT**

Reports and financial statements submitted to NASA Headquarters will be prepared by installations in prescribed formats. Many installation reports to NASA Headquarters are consolidated into Agency reports; therefore, uniformity of arrangement and consistency of data for like activities, programs, projects, etc., are essential. Formats are provided, where necessary, in the Financial Management Manual to demonstrate or portray the content requirements of each report.

All appendixes which contain a sample report are for illustrative purposes only, and do not necessarily represent actual reports for the period stated, unless otherwise specified. Operational problems encountered in using the prescribed forms or formats should be reported to the Director, Financial Management Division, NASA Headquarters, Attn: Code BFG.

## **9301-6 DUE DATES**

- a. Individual report instructions will specify a "due date." Usually, the "due date" will be expressed in terms of a specific number of working days after the close of the time period covered by the report. For instance, when a due date of "9 working days after the end of the quarter" is prescribed, the required report is to be forwarded to reach the addressee no later than the close of business on the ninth working day of the subsequent quarter. In some instances, individual report instructions will prescribe a "due date" on a particular calendar day of a month. In these instances the required report shall reach the addressee by the close of business of the prescribed calendar day.



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- b. The following rules apply for due dates falling on Saturdays, Sundays or holidays, e.g., when the due date is the 20th,
  - (1) the 20th is Saturday, the required due date is Friday the 19th;
  - (2) the 20th is Sunday, the required due date is Monday the 21st;
  - (3) the 20th is a holiday, the required due date is the 19th unless the 19th falls on Sunday in which case the due date would be the first workday subsequent to the holiday; and
  - (4) the 20th is a holiday and falls on Saturday or Sunday, the required due date would be the first workday subsequent to the holiday.
- c. Report due dates shall be met even though considerable effort may be involved. This is essential because, as previously indicated, many installation reports must be available for use in preparing consolidated financial statements for submission to central financial agencies of the Government within inflexible time periods. Timely reporting by installations also permits scheduling of the Headquarters computer as well as the submission of timely financial reports for use by NASA Headquarters management and operating officials at all levels.
- d. Where unusual or unforeseen circumstances make it impossible to comply with a report due date, cognizant Branch Chiefs of the Financial Management Division, NASA Headquarters, will be contacted as soon as it is evident that the deadline will not be met. Whenever possible, this contact will be made at least 2 working days prior to the due date.

## **9301-7    *METHODS OF TRANSMISSION***

- a. NASA Installations will utilize the on-line data entry system, airmail, special delivery or air express services in the transmission of financial reports where the use of such services is necessary to ensure receipt in NASA Headquarters by the prescribed due date.
- b. Some reports and supporting data (e.g., punched cards, magnetic and paper tapes, etc.) require special packing and mailing procedures. These special instructions are outlined in the procedures covering the preparation and submission of the specific report. Financial reports submitted to NASA Headquarters for which no specific packing and mailing procedures are provided will be handled as follows:
  - (1) financial reports and related letters of transmittal will be mailed in envelopes or packages which contain no other forms, correspondence or material;
  - (2) each package or envelope will show in the lower left corner, "Financial Reports," "EXPEDITE," "Do not open in mailroom;" and
  - (3) special care will be exercised in indicating the complete correct address and code of the office to which the reports are being submitted.



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- c. Transmission of automated data by telephone lines (tape-to-tape) may be used when it is feasible to do so.

## **9301-8    *RECOMMENDATIONS FOR IMPROVEMENT***

Recommendations and proposals for changes in the reporting system originating at the installation level should be submitted to the Director, Financial Management Division, NASA Headquarters, Code BF, via appropriate channels. The Headquarters systems staff will evaluate the proposed changes in terms of economy, time, application to the NASA-wide reporting system, impact on the existing system, and increased management usefulness. Also, the Headquarters systems staff will assist, on a continuous basis to implement improvements in the accounting and reporting system.

## **9301-9    *NEGATIVE REPORTS***

A negative report in letter form is required when there are no transactions during the period covered by the report. When a report is not applicable to a particular Installation, a notation to that effect may be inserted on the initial negative report and future negative reports will not be required.